

APPLICATION FOR EVENTS IN PUBLIC PARKS

City Code specifies that those individuals or companies which intend to engage in hosting an event in a public park, and exceed any of a set of conditions (enumerated in attachment) must obtain a permit from the City before the date of the event. A copy of the regulations in their entirety is available upon request.

Applications must be filed at least forty-five (45) business days prior to the proposed date for the event.

Please Type or Print Legibly in Ink

1.	Name of Applicant:
2.	Address of Applicant:
3.	Purpose of Event:
4.	Name of Person Primarily Responsible for Hosting the Event
	(i.e. Emergency Contact Person):
	Telephone Number:
5.	Date of Event:
6.	Duration of Event:
7.	Name or Address of Requested Park:
8.	Anticipated Number in Attendance:
	Anticipated Number of Vehicles at Any One Time:
9.	Is Activity Designed to Generate a Profit? Yes No

	(documentation required)? Yes No
11.	Was the Application filed with the City Clerk at least 45 business days prior to the Activity? Yes No
12.	The undersigned hereby acknowledges that this application is subject to approval by the City Council, and no event is allowed until this application is so approved.
All in	formation submitted in this application by the undersigned is true and correct.
Signa	ture of Applicant Date
for the	E: Action will be taken on this application at the next regularly scheduled Council Meeting. The fee permit shall be charged in accordance with the schedule of fees established by the City Council. ermit application which is denied will state the reasons for denial.
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Events in Public Parks Permit Process and Application Information

Events in public parks, as defined by the Code, mean any event which takes place in or upon any park within the City and exceeds a group of ten (10) people. The permit process for activities in public parks is intended to protect those residents who may suffer adverse affects from events. These regulations are adopted to protect the health, safety, morals, comfort and general welfare, and conserve the values of property through the City.

Regulations:

- A. No event, which is defined as a gathering of a group of ten (10) or more persons, may be held in or upon any park or public area within the City of Mission Hills, Kansas, unless:
 - 1. a permit for an event in a public park has been issued;
 - 2. the event has been approved by the City Council.
- B. No amplified music can be broadcast during the event.
- C. No alcoholic liquor can be consumed on or around the public park premises during the event. Alcoholic liquor, as defined by the Code, includes the four (4) varieties of liquor: alcohol, beer, spirits and wine.
- D. No stakes can be placed in the grounds of the public park, including the erection of tents or similar structures.
- E. No electrical or water services will be provided by the City for the event.
- F. No confetti, rice or any other substance may be thrown on the ground.
- G. Nothing can be placed in the fountains (including, but not limited to items such as dye, floating candles, bubbles, flower petals, etc.).
- H. Nothing can be placed on or affixed to the columns themselves. Climbing on or leaning on the columns is not allowed.
- I. The property adjacent to the Verona Columns Park is privately owned no trespassing will be enforced. Please see the attached map the property immediately behind (to the south of) the columns and the hedge is private property.

Review and Action by the City Council:

The City Council shall review each application for a permit for an event in a public park and may approve, approve with modifications or conditions, or deny the application based upon its determination that the following guidelines have been satisfied:

- A. The applicant has made sufficient accommodations for extra security for the duration of the permit;
- B. The application sufficiently outlines the applicant's plan for addressing the inflow and outflow of traffic, impact of noise and litter on the neighborhood or location affected and availability of parking;

- C. The applicant has taken action to ensure that the emergency contact person will be present during the time of the event and that the contact person will provide a method that allows the City to make immediate contact with him or her during the event; and
- D. That the City's services will not be overburdened in light of the number or size of events previously approved for the date and time specified on the application;
- E. That the event is reasonable in terms of its disruption of the character of the neighborhood in which it is conducted and will not impede the health, safety and general welfare of the City.

Permit:

- A. Upon an affirmative vote of a majority of the City Council members present and voting, the City Council may approve an application for an event in a public park permit and cause the City Clerk to issue the permit after the permit fee has been paid.
- B. The permit shall set forth the conditions under which the event is to be conducted, namely the approved location, time, day(s) and purpose of the event, including if applicable, any conditions imposed by the City Council in approving the application.
- C. The person responsible for hosting the event shall keep a copy of the permit with him or her during the duration of the event and shall produce the permit for inspection by a City official, if requested to do so.
- D. The event, and all activities in any way related thereto, shall comply, in all aspects, with the provisions of the Code of the City of Mission Hills, Kansas.

Fees:

A. A permit fee, as established by the then current City of Mission Hills, Kansas Schedule of Fees and Charges adopted by the City Council by resolution, shall be paid before the permit will be issued.

Penalty for Violation of Event Regulations:

Any person convicted of violating a provision of this Article shall be guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500.00) and costs.

